

MINUTES OF THE MEETING  
of  
THE EXECUTIVE COMMITTEE  
Corcoran Gallery of Art  
April 14, 1980

Members of the Executive Committee present were Mesdames: Dudley, (Pres. of Women's Committee), Salant and Vanderpool and Messrs. Blachley (representing the Friends), FitzGerald, Folger, Hall, Jewett, Kinney, Rea, Saul, Silverstein, Wilkinson. Members of the staff present were: Dr. Marzio, Chief Executive Officer, Mrs. Muccio, Director of Development, Adm. Snead, Director of Buildings and Grounds, and Ms. Tilley, Special Events.

The Meeting was called to order at 12:30 PM by Vice-President of the Executive Committee, Mr. Jewett.

The minutes of the meeting of March 14, 1980 were approved as submitted.

Report of the President

Financial Report

Dr. Marzio spoke briefly on the attached Financial Report which shows the Museum operating with a \$31,570 deficit as of March 31, 1980 and the School operating with a surplus of \$143,531 for a total of \$111,961. The figures do not include the \$100,000 check from the Hammer Foundation or the \$200,000 from the Park Service. Challenge grant money is expected in May or June and a check from the Cafritz Foundation in late April. Overall the deficit was anticipated to be much greater than it is at this point.

Mr. Jewett requested that last year's figures be included in the Financial Report for a basis of comparison.

Dr. Marzio noted the extraordinary amount of paper work turned out by the Financial office in the past few weeks in submitting the federal and state government grant forms. All of this is time that has not been budgeted for and should be kept in mind in preparing future submissions.

Auditorium

Dr. Marzio reported on the Auditorium renovation noting that he had travelled to California to meet with Dr. Armand Hammer to discuss funding for the renovation. Dr. Hammer was called to Europe prematurely and the meeting could not take place. Nevertheless, the plans have been presented to Mr. Dennis Gould, Director of the Armand Hammer Foundation, and to Mr. William McSweeney, President of Occidental International, and both are favorable to the plans. There is \$35,000 available in the auditorium fund. The Executive Committee voted to authorize expenditure of these funds to install a climate control system which would be the first phase of the auditorium



MINUTES

renovation.

The firm of Gerard will install the air conditioning and has been approved by the Buildings and Grounds Committee.

Westreich Proposal

Reporting on the Westreich Proposal, Dr. Marzio announced that there will be no further progress until the next Executive Committee meeting.

The Finance Committee will meet April 19 with appraisers to discuss the Dupont Center sale of real estate.

Donor's Dinner

The Donor's Dinner scheduled for May 12 will recognize donors in three categories who have given to the Corcoran. A bronze plaque will be installed in a prominent place in the atrium. The three categories are: \$500,000 and above; \$50,000 to \$500,000; and \$25,000 to \$50,000. Discussing invitations to the Trustees, the Executive Committee recommended that only the officers of the Board and Trustee donors who qualify in these three categories be invited.

Committee Reports

Development Committee

The Development Committee Report was given by Mr. FitzGerald who spoke about the Capital Campaign. The Committee has decided that climate control of the Gallery is the top priority. Mr. Gilbert Kinney will head the sub-committee to raise the \$175,000 needed to complete the NEA climate control, security and art storage award.

Investment and Finance

The Investment and Finance Report was given by Mr. Folger who announced the next meeting will take place April 19 to discuss the status of the sale of Dupont Center. Mr. Folger also suggested that a letter of thanks be sent to Mrs. Enimet in regard to the Finley Estate bequest. The securities making up the bequest are at the Riggs Bank. As the income is expended from this estate Mrs. Enimet should be informed of its use. Also a press release should be sent out.

Education/Shop

Mrs. Salant reported that the next meeting of this Committee will take place May 6 at which time the goals in relation to the handicapped will be discussed.

Women's Committee

Mr. FitzGerald noted that this was the last meeting for Mrs. Argie Dudley as President of the Women's Committee and the Committee expressed its thanks to Mrs. Dudley for the tremendous undertakings that the Women's Committee has achieved under her very capable leadership. The Committee is forever grateful and Mrs. Dudley's gracious charm will be sorely missed at future meetings.

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## MINUTES

people they are. Mrs. Marion Denby will be the next President of the Women's Committee. Plans for the Corcoran Ball being held on April 19 are on schedule. The landscaping for the exterior of the building is well underway.

### Art School Committee

Mr. Swift reported that the School term ends April 29 with May 2nd being graduation day. The Summer Session will continue with a modified program as in previous years.

Plans for the Jackson School acquisition are still underway with a meeting scheduled in late April of representatives of the School of Art and A. SALON with the Superintendent of Education and the Chairman of the Board of Education of the District of Columbia. Dr. Marzio emphasized the much needed space for the third and fourth year students which must be available by September of 1980. It was agreed that the Dupont Center should not be sold until additional space is finally sought.

Mr. Swift also reported that Mr. Bernstein had given an additional \$50,000 to the School.

The SurPrize Party is scheduled for May 20 and is under very capable committee structure except in the area of Ticket Sales. Dr. Marzio suggested that everyone related to the Corcoran take on the personal responsibility of selling one to two tickets for the event.

### Public Relations

Mr. Wilkinson suggested that ideas for events for Thursday Open Nights be submitted to Mrs. Alper. The Friday evening musical series could be scheduled for Thursday evenings. Dr. Marzio noted that \$1,000 is needed to engage a musical group to kick-off the first Thursday evening.

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Mr. Wilkinson noted the spectacular performance of the Tokyo String Quartet when they celebrated their 10th anniversary at the Corcoran. Mr. Jewett reported on the visit of the President of Senegal at a closing reception for the Contemporary Art of Senegal exhibition. Many African diplomats, and prominent City officials attended the poetry reading and reception on Sunday, April 6th.

### Buildings and Grounds

Adm. Snead reported that the landscaping was progressing very well on the exterior of the building and that the painting of the fence on the exterior is scheduled.

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Mr. Blachley reported that the membership drive continues with an attempt to reach all members of the Corcoran and to convince them to upgrade to a Friend's membership. A letter has been sent from the President of the Friends to Dr. Marzio advising him of the Friends' intention to increase membership fee. The Executive



Committee will review any changes in this fee. Mr. Blachley also reported on the upcoming tour of the David L. Kreeger collection and trip to New York to view private collections by the Friends.

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Dr. Marzio reported for the absent Ms. Livingston who was installing the Vantongerloo Exhibition due to open for the Corcoran Ball. Due to significantly lower rates for insurance and shipping, Dr. Marzio expects lower costs for installing this show.

The King and Queen of Belgium will attend the Member's Preview of the Vantongerloo Exhibition and one of the largest crowds ever is expected for the opening of this exhibit which promises to be one of the most important shows in America this year. The Exhibition will travel to Dallas, L.A. County Museum and then abroad following its run at the Corcoran

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Mrs. Vanderpool noted that the 80/81 budget was prepared during the last meeting and that funds are needed for the upcoming Biennial and the '81 Ball exhibition of Gottlieb. It is planned to ask local businesses to fund the Area Show.

Other Business

Dr. Marzio reported on his California trip of April 2 through April 9. Dr. Marzio met with: 1) The Director of the Armand Hammer Foundation. 2) The new Director of the LA County Museum of Art who would like to develop an exchange program between local art of Washington, DC and Los Angeles. 3) The Director of the Getty Museum who would like to participate in an exchange of art, most likely sending a collection of Greek/Roman treasures to the Corcoran. 4) Norton Simon of the Norton Simon Museum who would like to develop an exchange program of paintings from the 50's and 60's. 5) Dr. Marzio visited the Arco Foundation at the suggestion of Mrs. Nef where he found the Foundation very receptive to funding the Vantongerloo exhibition. A proposal for \$95,000 was submitted. 6) In San Francisco Dr. Marzio met with members of the Hewlett Foundation, Bank of America and Levi Strauss, the latter committing \$5,000 to fund an exhibit on Ten Women Photographers.

There being no further business, the meeting adjourned at 1:45 PM

Respectfully submitted,

---

Lorna Tilley  
Secretary



Sheila —

Any corrections  
appreciated.

Please return to

Lorna

JE —

There are a number  
of needed changes. PLS  
note p 5 & check file  
then get it on to Lorna.

5.

OK, JL.



The President and Board of Trustees of the Corcoran Gallery of Art request  
the honor of your presence at a reception to honor

**Their Majesties  
King Baudouin and Queen Fabiola  
of the Belgians  
and to preview the exhibition  
Georges Vantongerloo**



**Belgium Today**

on Monday, April twenty-first at nine o'clock  
Corcoran Gallery of Art

Please present this card at the door.

To ensure your admittance the enclosed reply card  
must be returned to the Gallery by April 14, 1980.



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The Development Committee Report was given by Mr. FitzGerald who spoke about the Capital Campaign. The Committee has decided that Climate Control of the gallery is the top priority. Mr. Gilbert Kinney will head the sub-committee to raise the <sup>175000</sup> \$350,000 needed <sup>to complete the NEA Climate Control</sup> for climate control.

*Security and art storage award.*

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*(Peter Jones) meeting*  
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*check copy*

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Secretary



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Executive Committee  
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Mesdames: Dudley  
Salant  
Vandergool

Messrs: Rea  
Kenney  
Silverstein  
Swift

Staff: Magio  
Muccio  
Tilley  
Snead

Wilkinson  
Saul  
✓ Hall  
✓ Blackley (Friends)  
Jewett - Chm.  
↑ Fety Gerald  
Folger

Meeting called to order 12:30 by VP  
Approval Minutes, March 14, 1980

I. Report of the President

Financial Report: PCM

As of 3/31 Deficit 31570

Surplus 143

Does not count Hammer or PK Service &  
Pleasant surprise that def. is that low.  
Challenging grant in May  
Capcity in April.



Quen. has begun to earmark the restricted fund accounts.

to give detail operating expenses. following C & L formant so that figures flow into form for end of yr.

Jewett: Last yr's figures should be included for comparison.

Extraordinary amt of paper goes into government grants ~~to~~ <sup>has not</sup> not been budgeted for.

### Audstern

2nd \$100,000 rec'd. 25,000 of it goes toward Aud. = 50,000 of anticipated 200,000 to receive for aud.

Plans for Aud. have been shown to McGovern & accounts. Armand left prematurely.

\$34,000 in fund for Aud.

Air Cond. is about this price.

Gerard: Air Conditioning

motion

authorize the install of A/C for Aud. funded by 35,000 from Hamer.



How Gerard solicited

Adm. Sneed: Asked Engineers for 12 suggestions  
 Lathbridge thought highly of  
 for his experience of  
 Elder Bly. Bly & Gid approved  
 of Gerard.

Westrich

Report Center to Be evaluated by  
 By B.F. Saul approval.

No further progress until  
 next exec mtg.

Finance Com meeting Fri.  
 re.

Honors Dinner May 12

Plaque will be done in time.

Placed in prominent area  
 in atrium. Time to say  
 thank you to all who have  
 given to C.

500, 15

50-500,

25-50 - Cumulative  
 giving.



f.

Recognize Donors i have given.  
Restricted to " - Not people  
who have not given.

question Whether anyone ✓ Be invited who  
is not on the plaque

Development Com To  
Capital Campaign  
Meeting held to determine the profile  
of the Campaign.

Climate Control is top priority.  
1<sup>st</sup> Phase can be handled  
with 350-400,000.

Com finds this a must.

will help attendance & exhibitions.

Kinney will head sub-com  
to raise the 350 for Climate Control.

Invest / Finance -

mtg on Fri to discuss RE investments  
Finley Securities are at Pigeon Bank  
Vote of thanks from Com to  
Mrs Emmett.

Unrestricted monies & we may wish  
to discuss how & how spent & use PR



Ed/Shop Salant

Mtg ~~in April~~ May 6

Think situation to define goals  
for Handicapped for next 4 yrs.

Wom Com. Mrs. Dudley

Recognize the tremendous ~~in~~ that  
Mrs Dudley has achieved.

Com. Forever grateful.

Ball is on schedule for 4/19 -  
future projects will continue  
with improvements under  
direction of Mrs Dudley.

~~Donor Dinner~~ Donor Dinner

150 people + 8 Staff

donors + Staff = 150

Question to Com. from PCM } Should <sup>invitation list</sup> ~~invitation list~~ be limited  
to 150 or include others?

REA: Should gift of UK of Art be considered same  
value as \$ or securities or property.  
drawline strictly or if looks  
lean. Keep list lean - Exec. Com.  
instructs. this



Art School / Com - Swift

April 29 - School Ends

May 2 Grad.

Summer Session modified  
program 2 & 4 yr.

Jackson School to still anticipate.

Blgo + Sido Com of Art School

vs.

"

Com of Mayo's Office.

Hearing in April is anticipated.

Space is needed for Sept 3 & 4<sup>th</sup> yr. Students.  
they must have Studio Space.

Report should not be sold  
until hearing on Jackson School.

Mr. \_\_\_\_\_ additional 500,000 to School

Sun Page May 20

200 tickets sold so far.

Com Structure is strong  
except for Ticket Com Sales.  
Must Be more public.

Everyone related to C must  
assume responsib for selling  
one - 2 tickets.

Mechanism to missing for  
Ticket sales.



F.G.

Hirschhorn & Alvin <sup>Friedman</sup> Freed.

Are they connected with Out School?  
has rec'd no mailings.  
Member of School Com.

Formal letter from DKK to Hirschhorn  
Out School Com additions

PR - Burke Wilkinson

Any funds for SE

1st night needs \$1,000.

Com to funnel ~~funds~~ <sup>suggestions</sup> to  
Jane Alper.

&amp; concerts to Thurs Evening.

Blog & Gids Sheet

Landscaping is finished

Pty of exterior fence is scheduled

Friends Blackley

Membership drive continues.

Will Try to upgrade all list  
of members to upgrade to Friends  
Proposed increase in Friends  
funds.

Invitations  
to members/  
Friends



upcoming events. friends  
 Tour of all K collection  
 Trip to NY to see private collection.  
 Jewett Etc. should receive any \$ in  
 friends membership fee?

### Report of JL

Vantongerloo has arrived.

Case problem solved

Insurance lower & antic.

significantly lower figures  
 to install the show.

Belgian K & Q 4/21

to attend Member's opening of Vantongerloo  
 Anticaptis largest crowd  
 ever for an opening.

Exhibit travels to ~~the~~

one of the most important  
 exhibits of the yr in America.

Wks of Act - Vanderpool

80-81 Budget planned at Rom.

funding needed for Biennial  
 & Ball exhibition of Gottlieb.



funding still needed for area  
show in fall. should be a  
local business.

Senegal - Pres. Reception.  
Poetry Reading

PCRM - Calif. 4 1/2 - 9  
Report to investigate funding  
possibilities.

- 1) 1 1/2 day & Gould - Hammer foundation  
cemented relationship.
- 2) LA Co Museum of Art dir.  
develop relationship / local art.  
exchange on local shows
- 3) Getty - Stephen Garret. dir.  
Principal member of Bl.  
Wants to get something going  
of CGA. Small Treas. of <sup>Prisms</sup> <sup>OpK</sup> <sup>Treasures</sup>  
from Getty sent to CGA.  
out of his Budget perhaps.  
potential is great.
- 4) Norton Simon - wants to develop  
exchange prog & 50/60's modern  
ptg. collection level relationship.
- 5) Arco Foundation at suggestion of  
Mrs. Mex. to fund Van Duzer box.



95,000 Proposals. Corp heads must  
OK it. ~~Corp~~ Foundation.

jest: Dallas & LA Co.  
& these are 2 Key cities  
by their Corp.

~~EF~~ - Eulitt Foundation

BA " - local office to find Project <sup>here</sup>  
Lewi Strauss \$5,000 10K from  
photographers.

Meeting adjourned 1:45.



ATTENDANCE/CONTRIBUTIONS BOX REPORT

	<u>ATTENDANCE</u>		<u>Contributions</u>
	<u>Daily Visitors</u>	<u>Total</u>	<u>Box</u>
			<u>Total</u>
September 1978 through March 1979	34,318	67,384	\$ 2,096.72
September 1979 through March 1980	106,160	152,661	\$ 6,083.89



# ATTENDANCE REPORT FISCAL YEAR 1979-1980

MONTH	DAILY VISITORS	TOURS	PREVIEWS	EVENTS GALLERY & CORPORATE		TOTAL	CONTRIBUTIONS BOX
Sept. '78	3,898	110	1,500	205	1,713	7,426	\$ 348.84 *
Sept. '79	9,470	264	800	960	2,300	13,794	\$ 484.00
Oct. '78	5,581	835	1,036	1,604	1,140	10,196	\$ 356.84 *
Oct. '79	14,022	713	1,275	838	800	17,648	\$1,260.00
Nov. '78	5,043	1,402	---	832	3,225	10,502	\$ 249.76 *
Nov. '79	16,853	**	810	2,526	3,615	25,777	\$1,045.59
Dec. '78	3,205	550	1,530	3,972	175	9,432	\$ 265.20 *
Dec. '79	13,284	**	773	1,228	1,135	17,786	\$ 536.29
Jan. '79	1,569	1,954	---	1,285	1,300	8,467	\$ 85.36 *
Jan. '80	18,617+	**	2,138	162	3,578	25,949	\$1,086.46
Feb. '79	4,390	394	2,500	642	---	7,926	\$ 107.80 *
Feb. '80	19,830+	**	1,324	100	300	23,442	699.62

\* Contributions Box total for Sept. 78-Apr. 79 computed by multiplying weekly average by 4.

\*\* See attached sheets for Education Department Statistics.

+ Attendance Records from the E Street Entrance added to Daily Visitors total.



ATTENDANCE REPORT FISCAL YEAR 1979-1980  
PAGE TWO

MONTH	DAILY VISITORS	TOURS	PREVIEWS	EVENTS GALLERY & CORPORATE		TOTAL	CONTRIBUTIONS BOX
Mar. '79	10,632	1,600	---	1,039	164	13,435	\$ 682.92 *
Mar. '80	24,163 +	**	---	423	1,448	28,265	\$ 971.93
Apr. '79	8,323	1,112	1,000	2,594	2,067	15,096	\$ 442.52 *
Apr. '80							
May '79	9,785	1,405	---	1,360	1,654	14,204	\$ 476.23
May '80							
June '79	8,328	---	790	310	2,305	11,733	\$ 593.47
June '80							
July '79	6,477	82	800	---	---	8,159	\$ 588.05
July '80							
Aug. '79	10,336	32	---	---	---	10,368	\$ 676.02
Aug. '80							



# EDUCATION DEPARTMENT STATISTICS

MARCH 1980

<u>CATEGORY</u>	<u>PARTICIPANTS</u>
Guided tours	2124
Self guided tours	295
Classroom presentations	212
Gallery talks	226
Introductory tours	<u>87</u>
Total	2944

## WEEKEND WORKSHOPS

Winter I	107
Winter II	Statistics not complete
Senegal/Special Events:	
Senegal Poetry Reading	28
African Heritage Dancers and Drummers	<u>312</u>
Total	447

## CANCELLATIONS

562

It should be noted that certain changes have been made in statistical categories this year. In 1978-79 all cancellation (running roughly 20% each month) were counted as tours. Weekend Workshop participants were also included in the totals for each month. This year both Weekend Workshops and cancellations have been listed separately.



The Corcoran Gallery of Art

Museum and School

Statement of Income and Expenses

for the seven month period ending March 31, 1980

Attached are the financial statements for the Corcoran Gallery of Art, Museum and School, for the the seven month period ending March 31, 1980. An overview of the Corcoran's financial activity through March 31 is presented below.

	MUSUEM	SCHOOL	TOTAL
Support and Revenue	608,494	816,824	1,425,318
Expenses and Deductions	803,215	718,383	1,521,598
	<hr/>	<hr/>	<hr/>
TOTALS	(194,721)	98,441	(96,280)
Transfer among funds - Women's Committee	69,000	10,000	79,000
Current Restricted Support to FY80 Operating Budget received through 3/31/80	94,151	35,090	129,241
Fund Balance	(31,570)	143,531	111,961



The Museum  
Statement of Income and Expenses for the 7 month Period  
ending March 31, 1980

	APPROVED BUDGET 1979-80	as of 3/31/80
SUPPORT AND REVENUES		
<u>Contributions</u>		
Grants and Gifts	- - - -	273,142
Membership	- - - -	66,590
Contribution Box	- - - -	5,870
Subtotal	1,203,593*	345,602
<u>Income From Operations</u>		
Special Events	12,500	11,127
Trustee Lunches	3,227	2,855
Photography (Clients)	5,000	3,224
Weekend Workshops	17,950	11,805
Exhibition Participation Fees	28,850	14,350
Shop Sales	131,500	87,416
Subtotal	199,027	130,777
<u>Income from Investments</u>		
Gallery Fund	100,000	83,220
Clark Fund	70,000	48,895
Subtotal	170,000	132,115
TOTAL	1,572,620	608,494

\* Women's Committee income and donor designated funds are included in this FY80 Operating Budget total. Recognition of the funds received to date and applicable to the FY80 Operating Budget is recorded on page 3 of this report.



## The Museum

	APPROVED BUDGET 1979-80	as of 3/31/80
EXPENSES AND DEDUCTIONS		
Salaries and Wages	762,867	424,474
Employee Benefits	112,500	53,994
Pensions	5,092	3,073
Subtotal	880,495	481,541
<u>Administration Expenses</u>		
Office Supplies	13,795	4,398
Office Repairs	3,385	617
Computer Services	12,200	6,199
Telephone	20,000	10,202
Xerox	11,000	5,911
Postage	35,000	18,208
Office Equipment	13,905	5,642
Professional Services	58,603	24,833
Insurance	22,500	15,668
Printing	75,455	39,265
Subtotal	265,870	130,943
<u>Plant Expenses</u>		
Building Repairs	19,060	11,030
Building Utilities	113,780	36,064
Building Equipment	1,640	1,011
Building Supplies	13,800	5,429
Building Services	13,390	8,348
Painting	8,000	1,317
Fire Protection	900	294
Security Supplies	2,725	1,675
Subtotal	173,295	65,168



## The Museum

	APPROVED BUDGET 1979-80	as of 3/31/80
Allocation of general costs	(160,000)	(93,333)
Administrative cost allocation	- - - - -	(16,647)
<u>Program Expenses</u>		
Subscriptions and Library	6,087	2,905
Travel and Entertainment	64,467	23,049
Publicity	7,723	1,791
Educational Supplies	4,950	1,738
Previews	10,500	6,433
Exhibitions	184,550	101,562
Restoration	21,000	10,000
Photography	7,250	3,072
Subtotal	306,527	150,550
Shop Merchandise and Expenses	83,050	76,180
Contingencies	23,419	8,813
Subtotal	106,469	84,993
TOTAL	1,572,620	803,215
Revenue over (under) expenses	- - - - -	(194,721)
Transfer among funds - Women's Committee	see page 1	69,000
Restricted Support to Operating Budget	see page 1	94,151
Fund Balance	- - - - -	(31,570)



The School  
Statement of Income and Expenses for the 7 month Period  
ending March 31, 1980

	APPROVED BUDGET 1979-80	as of 3/31/80
SUPPORT AND REVENUE		
Gifts and Grants	130,800	20,800
Beaux Arts	41,097	41,247
Surprize Party	80,000	2,400
Tuition and Fees	990,000	728,717
Investment Income	27,000	20,625
Commission Income	3,000	2,120
Miscellaneous	4,000	915
	<hr/>	<hr/>
TOTAL	1,275,897	816,824
EXPENSES AND DEDUCTIONS		
Salaries and Benefits	856,500	476,559
Allocation of General Costs	160,000	93,333
Repairs and Maintenance	30,000	20,852
Scholarships and Fellowships	33,000	5,368
General Office Expense	12,000	6,328
Educational Supplies and Fees	65,000	46,688
Printing	20,000	17,537
Professional Services	5,250	4,325
Travel and Public Relations	10,000	5,303
Insurance	1,000	740
Dupont Center	20,000	13,222
Student Functions	2,000	1,044
Beaux Arts	19,019	19,019
Miscellaneous	1,500	369
Surprize Party	45,000	7,696
	<hr/>	<hr/>
TOTAL	1,280,269	718,383
Revenues over (under) expenses	(4,372)	98,441
Transfer among funds - Women's Committee	10,000	10,000
Restricted Support to Operating Budget		35,090
Fund Balance	5,628	143,531



## RESTRICTED FUNDS

through April 11, 1980

<u>MUSEUM</u>	<u>Beginning Fund Balance</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Balance</u>
September Party		24,080	23,853	227
Visiting Specialist (NEA)			2,733	(2,733)
Purveyor Purchase		4,000	4,000	-0-
Senegalese Exhibition		2,500	14,202	(11,702)
Restoration of the Constable		2,100	2,060	40
Archives (NHPRC)		32,422	2,376	30,046
Restoration of Cropsey	400		185	215
Daumier Exhibition		62,991	62,991	-0-
Daumier Humidity Control Project		3,690	436	3,254
Hammer Auditorium Fund	20,285	25,000	13,848	31,437
I.F. Berkowitz Memorial Fund		20		20
Exterior Improvement		2,300		2,300
Audio Visual Fund		1,036	812	224
Brush Purchase		1,500	1,500	-0-
Marshall Foundation - Discover America		7,500		7,500
Redskin Foundation - Architecture is Elementary	1,616		1,600	16
Mobil Corporation - Open Evening		60,000		60,000
Services in the Field (NEA)		15,090	15,090	-0-
Conservation of 14 Paintings (NEA)		11,040	11,040	-0-
Purchase Works of Art (NEA)		17,488		
Friends		18,000	41,575	(6,087)
Purchase American Drawings		2,458		2,458
Frank Wright Exhibition		10,000		10,000
Building Fund	16,308	4,148	4,007	16,449
Washington Curator Fund	3,785	9,000		12,785
Drawing, W.C. etc. Catalog			175	(175)
Women's Committee & Polaroid Acc.	2,476			2,476
Silverstein Fund		1,000	500	500
N.H. Library Foundation Fund	3,910			3,910
Vantongerloo Exhibition				
Belgium Today		5,740		5,740
Philip Brown Memorial Fund		100		100



	<u>Beginning Fund Balance</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Balance</u>
<u>MUSEUM</u>				
Biddle Exhibition		9,140		9,140
Biddle and Fig. Drawing Catalog		3,362		3,362
Polaroid Photo Series		15,000		15,000
Photo Series Exhibitions		3,918		3,918
Images of '70s		6,414		6,414
Deaccession Fund	674,824		83,450	591,374
Hammer Foundation Pledge Receivable (operating)		75,000		75,000
 <u>SCHOOL</u>				
Kiln Gift		6,000	6,000	-0-
Martha Von Hirsh Fund	5,083		1,095	3,988
Murtagh Scholarship Fund		309		309
Geico Gift		4,000		4,000
Ford Foundation	38,500			38,500
Ford Foundation Enrichment	48,840			48,840
Ford Foundation Resources	20,000			20,000
Ryan Scholarship Fund		500		500
S.F. Gichner Art Scholarship Fund		511		511
Town Club Scholarship		262		262
Arts Club of Washington, D.C.		200		200



Corcoran Gallery and School of Art

Submissions since March 14, 1980

1. NEA - Adolph Gottlieb Exhibition	\$ 17,500
2. Charles Peale Polk Exhibition	56,210
3. 37th Biennial Exhibition	69,590
4. Washington Artist Series	18,010
5. 22nd Area Show	20,130
6. Atlantic Richfield - Vantongerloo Exhibition	95,000
7. Riggs Bank - Unrestricted support Gallery	( )
8. Fairchild Industries - 22nd Area Show	( )
9. Montgomery Ward Foundation - School unrestricted	5,000
10. Kiplinger Foundation - School unrestricted	5,000
11. Mary and Daniel Loughran Foundation - School unrestrict.	5,000

Awards since March 14, 1980

1. Appleby Foundation - School unrestricted	5,000
2. TRW Corporation - Gallery unrestricted	1,000
3. RCA Corporation - Gallery unrestricted	2,500
4. Mars Foundation - Gallery unrestricted	1,500



Corcoran Gallery of Art  
Development Report

as of March 31, 1980

Source	Current Month Donor	Amount	Cumulative Donor	Amount	Cumulative Amt. to Oper. Budget	Goal to the Oper. Budget FY 1980	Actual FY 1979
<u>TRUSTEES</u>							
Unrestricted	3	10,000	22	64,064	64,064	\$225,000	\$174,763
Restricted	2	(1,100)	5	(3,636)			
<u>OTHER INDIVIDUALS</u>							
Unrestricted	4	35	121	27,887	27,887	43,000	40,276
Restricted	1	(70)	5	(4,470)			
<u>WOMEN'S COMMITTEE</u>							
Unrestricted						55,000	42,985
Restricted			1	69,000	69,000		
<u>BEQUESTS</u>							
Unrestricted			1	2,750	2,750	109,538 <sup>1</sup>	1,000
Restricted			2	(26,010)			
<u>OTHER</u>							
Unrestricted			2	4,750	4,750	10,000	9,366
Restricted			2	(27,000)	9,000		
<u>CORPORATIONS</u>							
Unrestricted	3	5,500	18	30,455	30,455	190,000	120,884
Restricted	1	(15,000)	3	(77,560)	75,000		
Facility Use	4	2,474	23	49,542	49,542		55,263
<u>FOUNDATIONS</u>							
Unrestricted	2	1,535	11	49,419	49,419	220,000	406,650
Restricted			4	(56,358)	42,357		
<u>GOVERNMENT</u>							
Unrestricted			1	25,000	25,000	160,630	167,276
Restricted	5	(26,982)	11	(107,809)	32,540		
<u>Sub Total</u>	25	\$62,696	232	\$625,710	\$481,764	\$1,013,168	\$1,018,463
<u>Membership</u>		8,130		66,590	66,590	110,000	105,886
<u>Total:</u>		\$70,826		\$692,300	\$548,354	\$1,123,168	\$1,124,349

<sup>1</sup>The bequest figure actually represents the possible shortfall. It can be offset if the Finley gift is passed by the IRS.



Corcoran School of Art  
Development Report

as of March 31, 1980

Source	Donor	Amount	Cumulative Donor	Cumulative Amount	Cumulative Amt. to Oper. Budget	Goal to Oper. Budget FY 1980	Actual FY 1979
TRUSTEES							
Unrestricted			2	5,100	5,100		3,500
Restricted			1	4,000			
Other Individuals							
Unrestricted			5	3,200	3,200		522
Restricted	8	2,840	11	(9,451)	500		5,398
Women's Committee							
Unrestricted							6,000 <sup>1</sup>
Restricted			1	10,000	10,000		
Bequests							
Unrestricted							1,000
Restricted							
OTHER							
Unrestricted							3,000
Beaux Arts			1	22,228 <sup>2</sup>	22,228		7,000
Surprise Party							
CORPORATIONS							
Unrestricted			1	5,000	5,000		450
Restricted	1	263	2	4,263	4,263		
FOUNDATIONS							
Unrestricted	1	5,000	2	7,500	7,500		
Restricted			1	2,000	2,000		6,000
GOVERNMENT							
Unrestricted							
Restricted							
TOTAL:	10	\$8,103	27	\$72,742	\$59,791	\$162,000	\$32,870

<sup>1</sup> Total Gift was \$10,000 but \$4,000 was carried as operating income on the Budget.

<sup>2</sup> Beaux Art Masquerade Ball net income through March 31, 1980.





Corcoran Gallery of Art

March, 1980 - Contributions

		Contributions Applicable to the Operating Budget:	
<u>Trustees:</u>	Mr. Mandell J. Ourisman (3/24/80)	5,000.00	
	Mr. and Mrs. Leonard Marks (2/19/80)	2,500.00	
	Mr. J. Burke Wilkinson (3/5/80)	2,500.00	
		<u>\$10,000.00</u>	
<u>Other</u>			
<u>Individuals:</u>	Mr. and Mrs. Ross D. Netherton (3/20/80)	10.00	
	Mr. John E. Roach, III (3/5/80)	5.00	
	Mr. and Mrs. Arthur B. Aebersold (3/20/80)	15.00	
	Mrs. Margaret B. Shea (3/2/80)	5.00	
		<u>\$35.00</u>	
<u>Corporations:</u>	TRW, Inc. (3/27/80)	1,000.00	
	Democratic Congressional Dinner Comm. (3/25/80)	2,500.00	F. Use
	O'Connor and Hamman (3/25/80)	1,500.00	F. Use
	RCA Corporation (3/19/80)	2,500.00	
	Polaroid Corporation (3/5/80)	15,000.00	
	AT & T Corporation (3/3/80)	2,000.00	
	Lithuanian American Community (3/3/80)	150.00	F. Use
	Dallas Museum of Fine Arts League (3/3/80)	300.00	F. Use
		<u>\$24,950.00</u>	
<u>Foundations:</u>	Mars Foundation (3/19/80)	1,500.00	
	Samuel Booth Foundation (3/10/80)	35.00	
		<u>\$1,535.00</u>	
<u>Government:</u>	NEA - George Biddle Catalogue (3/24/80)	3,362.00	
	NEA - Photography Series (3/24/80)	3,918.00	
	NEA - Images of the 70's (3/24/80)	6,414.00	
	NEA - George Biddle Exhibition (3/19/80)	9,140.00	
		<u>\$22,834.00</u>	
Total Contributions Applicable to the Operating Budget for March, 1980:		<u>\$59,354.00</u>	





Corcoran Gallery of Art  
March, 1980 - Contributions

<u>Trustees;</u>	Mr. Robert L. Walsh (3/28/80) Gallery - In memory of Philip Brown for the Vantongerloo Exhibition	100.00	
	Mr. and Mrs. Leonard L. Silverstein (3/20/80) Gallery - Feasibility Study	1,000.00	
		<u>\$1,100.00</u>	
<u>Other</u>			
<u>Individuals:</u>	Mr. Sam Gilliam (3/19/80) School - Surprise Party	337.50	
	Mr. Julius Garfield and Mr. George Garfield (3/24/80) Gallery - Gift-in-kind, shelves	(3,870.00)	
	Mr. Stephen A. Blumenthal (3/10/80) Gallery - Frame for Jamieson Print	70.00	
	Mr. Steven P. Kruvant (3/26/80) School - Surprise Party	300.00	
	Mr. Bill Suworoff (3/26/80) School - Surprise Party	625.00	
	Mr. Frank DiPerna (3/26/80) School - Surprise Party	137.50	
	Mr. Paul J. Kennedy (3/26/80) School - Surprise Party	90.00	
	Mr. William A. Newman (3/19/80) School - Surprise Party	400.00	
	Mr. William A. Lombardo (3/19/80) School - Surprise Party	450.00	
	Mrs. Anne Ryan (3/6/90) School - Scholarships (operating)	500.00	
		<u>\$2,910.00</u>	
<u>Corporations:</u>	Town Club Welfare Committee (3/15/80) School - Scholarships (operating)	262.50	
	Marshall Stone Productions (3/27/80) Gallery - expenses	(1,975.60)	F. Use
	Truland Corporation (3/24/80) Gallery - Services-in-kind	(6,400.00)	
		<u>(\$1,713.10)</u>	
<u>Foundations:</u>	The Charles E. Smith Family Foundation (3/19/80) School - operating	\$5,000.00	
<u>Government:</u>	NEA - Renovation and Climate control (3/10/80) Gallery - restricted	\$4,148.00	
	Total Contributions Not applicable to the Operating Budget of the Gallery:	<u>\$11,444.90</u>	



## Proposals In Process/Out -- Corcoran Gallery of Art

as of April 11, 1980

Purpose/Program	FY	Source (Date Submitted)	Amount Requested	Status	Solicitor
<u>Unrestricted Support:</u>					
	80	Riggs National Bank (4-10-80)	( )	Pending	Kreeger
	80	Rockwell International		To be submitted	
	80	HEW/IMS (3-79)	25,000	Received	Staff
	80	Bender Foundation \$250,000/5 years (7-11-79)	50,000	Received 5,000	Silverstein
	80	Mobil Oil Corporation(Wash. office) (9-79)	(1,000)	Pending	Staff
	80	IBM Corporation (9-25-79)	10,000	Received 7,500	Staff
	80	Exxon Corporation (9-24-79)	(5,000)	Pending	Winsor/Staff
	80	Chase Manhattan Bank (10-2-79)	(7,500)	Pending	Winsor/Staff
	80-83	Federal National Mortgage Assn. (10-2-79) (over 3 years)	30,000	Received \$1,000	Pflieger/Staff
	80	Texaco (10-10-79)		Pending	Brumbaugh/Staff
	80	TRW (11-15-79) & (12-21-79)	1,000	Received	Winsor/Staff
	80	The Philip L. Graham Fund (8-10-79)	8,000	Received	Kreeger
	80	American Telephone & Telegraph (11-28-79)	10,000	Received 2,000	Kreeger
	80	Eaton Corporation (1-10-80)		Declined	Winsor/Staff
	80	Donohoe Construction Company (10-15-79)	( )	Pending	Hyde/Staff
	81	HEW/IMS (3-7-80)	(35,000)	Pending	Staff
	80	CBS, Inc. (3-10-80)	(10,000)	Pending	Staff
<u>Focus Undetermined:</u>					
	80	Rockefeller Brothers Foundation	( )	To be submitted	Staff
<u>Open Evening:</u>					
	80	Mobil (6-27-79)	60,000	Received	Staff
<u>Education:</u>					
	80	HEW/IMS (3-79)	X11,829X	Declined	Staff
	80	Bender Foundation Endowment (7-11-79)	(250,000)	Pending	Silverstein
	80	Helena Rubenstein Foundation (8-13-79)	X30,000X	Declined	Amram
	80	Redskin Foundation (12-1-79)	16,000	Received 7,500	Brumbaugh
<u>Exhibitions:</u>					
Daumier	80	A. Hammer Foundation (7/79)	63,000	Received	Hammer



Purpose/Program	FY	Source (Date Submitted)	Amount Requested	Status	Solicitor
Photography Shows	80	NEA (1-12-79)	10,000	Awarded	Staff
		Polaroid (6-79)	20,000	Received 15,000	Staff
	80/81	NEA (12-79)	(15,000)	Pending	Staff
Permanent Collection	80	Women's Committee (5 exhibitions) (8-24-79)	6,500	Received	
- Gesture on Paper					
- American Indian: Symbols and Scenes	80/81	NEA (7/79)	(6,940)	Pending	Staff
- American Places					
- Art of Illustration					
- That's Entertainment					
Exhibition--Humanist Tradition	80/81	NEA (7/79)	21,870	Informally Awarded	Staff
	80/81	SCM (6/79)	X30,000X	Declined	Staff
	80/81	Mobil (6/79)	X30,000X	Declined	Staff
Catalog--Humanist Tradition	80/81	NEA (7/79)	9,760	Awarded	Staff
Graphic Works of G. Biddle	80	NEA (7-1-78)	9,140	Received	Staff
	80	Women's Committee (8-29-79)	12,000	Received (inc. catalog)	
Contemporary Am. Figure Drawing & Academic Trad.	80	NEA (7-12-78)	10,000	Awarded	Staff
	80	Women's Committee (8-29-79)	X13,000X	Declined (inc. catalog)	



Purpose/Program	FY	Source (Date Submitted)	Amount Requested	Status	Solicitor
Catalogs--G. Biddle & Contemp. Am. Figure Drawing & Acad. Trad.	80 80	NEA (7-12-78) Women's Committee (8-29-79)	7,010 (see specific ex)	Partially Received	Staff
Mitchell Jamieson	80 80	NEA (3-31-78) Time, Inc. (6-14-79)	X9,266X X20,000X	Declined Declined	Staff Staff
Images of the 70's: 9 Washington Realists	80 80 80 80 80	NEA (3-28-79) Philip Morris, Inc. (6-14-79) Exxon Corporation (inc. 20,000 for Acq.) (8-7-79) Donohoe Construction Company (10-15-79) Covington & Burling	20,700 X50,370X X70,000X X X X30,000X	Awarded 10,000 Declined Declined Declined Declined	Staff FitzGerald Winsor/Staff Hyde/Staff Bechhoefer
Senegal Exhibition	80	Dayton-Hudson Corporation (12-79)	45,000	Awarded 35,000	Staff
Modern Painters at the Corcoran	79-80 80 80-81 80-81	NEA extended (John Alexander) (1-4-77) SCM (John Alexander) (6-29-79) NEA (3-29-79) SCM (\$7,000 for each exhibition) (6-29-79)	4,000 7,500 X23,730X 28,000	Awarded Awarded Declined Awarded	Staff Staff Staff Staff
Vantongerloo	80	NEA (3-30-79) Philip Morris (6-79) Exxon Corporation (7-6-79) SCM (6-22-79) Mobil (6-27-79) TRW (6-15-79) & (12-21-79) General Motors (10-16-79) NEH (7-78) United Technologies (8-7-79) Cafritz Foundation (11-1-79) Ford Motor Company (11-26-79) Ford Motor Company (12-26-79) Ball Program Atlantic Richfield Foundation (4/9/80)	77,650 X100,000X X100,000X X100,000X X100,000X X70,000X X100,000X 11,444 (100,000) X70,000X X70,000X 7,000 (95,000)	Awarded 50,000 Declined Declined Declined Declined Declined Declined Received Pending Declined Declined Received Pending	Staff FitzGerald Winsor/Staff Staff Staff Winsor/Staff Staff Staff Hull/Staff Kreeger/Staff Tabor/Staff Biddle Kreeger/Staff



Purpose/Program	FY	Source (Date Submitted)	Amount Requested	Status	Solicitor
Guy Pene du Bois	80/81	NEA (3-28-79)	63,120	Awarded 30,000	Staff
	80/81	Mobil (6-27-79)	X95,000X	Declined	Staff
	80/81	Time, Inc. (6-14-79)	X125,000X	Declined	Staff
	80/81	Hearst Foundation (3-79)	X64,120X	Declined	Staff
	80	First National Bank of Chicago (11-29-79)	X40,000X	Declined	Staff
	80	Eaton Corporation (1-10-80)	X60,000X	Declined	Staff/Winsor
	80	Bank of America (1-17-80)	(60,000)	Pending	Staff
Performance Art at the Corcoran	80	NEA (3-30-79)	X23,030X	Declined	Staff
Area Show	81	Woodward & Lothrop (9-79)	(31,000)	Pending	Staff
	81	American Security Bank (9-28-79)	(33,000)	Pending	Staff
	81	Fairchild Industries (3-24-80)	( )	Pending	FitzGerald
	81	NEA (3-31-80)	(20,130)	Pending	Staff
Biennial	81	Exxon Corporation (12-18-79)	( )	Pending	Winsor/Staff
	81	NEA (3-31-80)	(69,590)	Pending	Staff
Adolph Gottlieb	81	NEA (3-31-80)	(17,500)	Pending	Staff
Charles Peale Polk	81	NEA (3-31-80)	(56,210)	Pending	Staff
Washington Artist Series	81	NEA (3-31-80)	(18,010)	Pending	Staff
Getty/Corcoran Exchange Exhibitions	81	Getty Foundation (9-79)	( )	Pending	Kreeger/Staff
Red Cross 100 Anniversary Exhibition-Posters&Photo.	81	Red Cross (10-4-79)	(14,500)	Awarded	Staff
Ten Women Photographers	81	Levi Strauss Corporation	(46,068)	Pending	
Frank Wright Exhibition	81	Marjorie Merriweather Post Foundation	10,000	Received	Logan/Silverstein



Purpose/Program	FY	Source (Date Submitted)	Amount Requested	Status	Solicitor
<u>Capital Improvements:</u>					
Works of Art on Paper	80	Kress Foundation (12-17-79)	X50,000X	Declined	Staff
Archival Space and	80	Pittsburgh Plate Glass	( )	To be submitted	
Climate Control					
Roof Renovation					
Design Survey Compre-	80	NEA (5-15-79)	X30,000X	Declined/Resubmit	Staff
hensive Plan	80	NEA (1-22-80)	X30,000X	Pending	Staff
Maintenance	E	Richard King Mellon Foundation (4-30-79)	X750,000X	Declined	Kreeger
Climate Control/Cons.		NEA (7-1-76)	100,000	Awarded/Partially	Staff
				Drawn	
	80	Surdna Foundation (2-4-80)	(500,000)	Pending	Hull/Staff
Restaurant Facility	80	Surdna Foundation (2-4-80)	(50,000)	Pending	Hull/Staff
<u>Conservation</u>					
American/European (14)	79/80	NEA (7-1-78)	10,000	Received	Staff
American/European (14)	80/81	NEA (6-22-79)	(10,000)	Awarded	Staff
J. S. Sargent - WOAP	80/81	NEA (7-2-79)	(5,650)	Awarded	Staff
<u>Curator of Local Art:</u>					
	80	Women's Committee (partial support) (8-29-79)	8,300	Received	Gerstin/Staff
	79/80	Friends of the Corcoran Gallery of Art (1-79)	18,000	Received	
	81	American Security Bank (9-28-79)	(18,000)	Pending	
<u>Endowment:</u>					
Unrestricted Endowment	E	Richard King Mellon Foundation (4-30-79)	X 1,000,000X	Declined	Kreeger
Curator of Collections	E	" "	X 700,000X	Declined	Kreeger



Purpose/Program	FY	Source (Date Submitted)	Amount Requested	Status	Solicitor
<u>Other:</u>					
Challenge Grant	79/81 80	NEA (3-16-79) Cafritz Foundation (11-1-79)	250,000 100,000	Awarded Awarded 50,000	Kreeger Kreeger/Staff
Archival Consultants and Facilities	79/81	NHPRC (5-31-79) National Home Library Foundation	42,214 ( )	Received 32,422 To be submitted	Staff Staff
Drawings, Watercolors and Pastels	79	NEA (4-4-77)	25,250	Partially Received	Staff
Visiting Specialist Admin. Upgrading	79	NEA (9-28-78)	7,500	Awarded	Staff
Seminar/Services in the Field	80	NEA (11-07-79)	11,211	Received	Staff
<u>Printing/Development/ Public Relations</u>	80	Women's Committee (8-29-79)	57,650	Received	
<u>Acquisitions:</u>	80	NEA (12-29-79)	20,000	Awarded	Staff
	80	Exxon Corporation (8-7-79) (see Images of the 70's)	X20,000X	Declined	Winsor/Staff
	80/81	NEA (1-80)	(20,000)	Pending	Staff
	80	Polaroid - Photography (4-7-80)	(5,000)	Pending	Staff
	80	Friends of the Corcoran	18,000	Received	Staff



## Proposals in Process/Out -- Corcoran School of Art

as of April 11, 1980

Purpose/Program	FY	Source (Date Submitted)	Amount Requested	Status	Solicitor
<u>School:</u>					
Operating:					
	80	Women's Committee (8-29-79)	10,000	Received	
	80	Gannett Newspaper Foundation (11-27-79)	X50,000X	Declined	Yerkes/Jewett/Staff
	80	Sears Roebuck Foundation (11-27-79)	X15,000X	Declined	FitzGerald/Staff
	80	Charles E. Smith Family Foundation (1-80)	25,000	Received	5,000 of 5-yr. pledge Kreeger/Staff
	80	Raleigh Stores Foundation (1-17-80)	(5,000)	Pending	Breed/Staff
	80	Mary and Daniel Loughran Foundation (3-24-80)	(5,000)	Pending	FitzGerald
	80	TRW (12-21-79)	X X	Declined	Staff
	80	Surdna Foundation (2-4-80)	(50,000)	Pending	Hull/Staff
	80	Ahmanson Foundation (3/24/80)	(25,000)	Pending	Silverstein
	80	Coca-Cola Company (8-24-79)	5,000	Received	Daly/Staff
	80	Bender Foundation (2-80)	(25,000)	Pending	Silverstein
	80	Kiplinger Foundation (3/18/80)	(5,000)	Pending	Kreeger
	80	Appleby Foundation (3/24/80)	5,000	Received	Kreeger
	80	Montgomery Ward (3/27/80)	(5,000)	Pending	Staff
Endowment:					
	E	The Bender Foundation (7-11-79) (named professorship)	(250,000)	Pending	Silverstein
Other:					
	80	GEICO (05-7-79) (Chair and Prize in Painting \$5,000/3 years)	5,000	Received	Kreeger/Byrne
	80	American Express (9-79)	X10,000X	Received 2,500 for operating budget	Firestone
	80	Getty Foundation (Prizes & Sabbaticals) (9-79)	(137,000)	Pending	Staff
	80	American Security Bank (Prof. of painting) (9-79)	(10-20,000)	Pending	Staff
	80	American Security Bank (Scholarships) (9-79)	( )	Pending	Staff
	80	American Security Bank (Equipment purchase) (9-79)	( )	Pending	Staff
	80	Cafritz Foundation (Challenge Grant) (11-1-79)	130,000	Awarded	Kreeger
	80	The Sidney L. Hechinger Foundation (12-3-79) (scholarships)	2,000	Received	Staff
	80	Eaton Corporation (Scholarships) (1-10-80)		Declined	Winsor/Staff
	80	Surdna Foundation (Scholarships) (2-4-80)	(25,000)	Pending	Hull/Staff
	80	Surdna Foundation (Photo. Equip.) 2-4-80)	(25,000)	Pending	Hull/Staff



# REQUEST FOR SERVICES

TO: Building Manager

FROM: Name LORNA TILLEY

Dept. SPECIAL EVENTS

Event EXECUTIVE COMMITTEE MEETING

Date MONDAY, APRIL 14

Time 12:00 Noon

Caterer Topiary Tree

Time of Arrival 11:30 AM

Place GALLERY 3 (Photography Gallery)

## Corcoran Equipment Needed:

30 chairs

4-8' tables placed in square arrangement, in first gallery

2-6' tables placed in second gallery to serve as buffet tables

tablecloths

30 plates

coffee set-up for 30 cups/saucers, cream-sugar

Water set-up 2 pitchers of water stack of plastic cups

Napkins

ashtrays placed on table

*Screen at Entrance*

CATERER WILL SUPPLY SILVERWARE

Works of Art to be removed

Restrooms cleaned

*yes*



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Event EXECUTIVE COMMITTEE MEETING

Date MONDAY, APRIL 14

Time 12:00 Noon

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Time of Arrival 11:30 AM

Place GALLERY 3 (Photography Gallery)

## Corcoran Equipment Needed:

30 chairs

4-8' tables placed in square arrangement, in first gallery

2-6' tables placed in second gallery to serve as buffet tables

tablecloths

30 plates

coffee set-up for 30 cups/saucers, cream-sugar

Water set-up 2 pitchers of water stack of plastic cups

Napkins

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Restrooms cleaned

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Date MONDAY, APRIL 14

Time 12:00 Noon

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Time of Arrival 11:30 AM

Place GALLERY 3 (Photography Gallery)

## Corcoran Equipment Needed:

30 chairs

4-8' tables placed in square arrangement, in first gallery

2-6' tables placed in second gallery to serve as buffet tables

tablecloths

30 plates

coffee set-up for 30 cups/saucers, cream-sugar

Water set-up 2 pitchers of water stack of plastic cups

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Time of Arrival 11:30 AM

Place GALLERY 3 (Photography Gallery)

## Corcoran Equipment Needed:

30 chairs

4-8' tables placed in square arrangement, in first gallery

2-6' tables placed in second gallery to serve as buffet tables

tablecloths

30 plates

coffee set-up for 30 cups/saucers, cream-sugar

Water set-up 2 pitchers of water stack of plastic cups

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Event EXECUTIVE COMMITTEE MEETING

Date MONDAY, APRIL 14

Time 12:00 Noon

Caterer Topiary Tree

Time of Arrival 11:30 AM

Place GALLERY 3 (Photography Gallery)

## Corcoran Equipment Needed:

30 chairs

4-8' tables placed in square arrangement, in first gallery

2-6' tables placed in second gallery to serve as buffet tables

tablecloths

30 plates

coffee set-up for 30 cups/saucers, cream-sugar

Water set-up 2 pitchers of water stack of plastic cups

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